All you need to know to ensure your child has a wonderful learning experience at

Chrysalis kids

Nursery | Jr. KG | Sr. KG

Whitefield Road

Call 70223 76607/70223 76608

support.whitefield@chrysaliskids.com

AECS Layout

Call 89515 11406/89516 11406

support.aecs@chrysaliskids.com

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1. Note from the Director

I welcome you, to a passion called Chrysalis. The first Chrysalis started in June, 2012, planning for the same, a year prior to that. When we started Chrysalis, we decided that not only will we be different from other schools, we will also define a vision for us that is different & we would live that vision, every single day. The journey has not been easy. Chrysalis team has worked very hard to reach where we have reached today. There is lot of sweat & effort which has gone into building Chrysalis. But when we look at where we are today, the sweat & effort seems to have paid off. Thousands of parents like you, supported us, trusted us & gave us the most valued asset of their lives; their children. We would always remain indebted to all of you.

I do not think I can explain in words the importance of having a wonderful team. I have been lucky to have that. No organization is successful without the collective hard work of its people & the trust they have in the organization. Any school usually has over 90% of women as its staff. Chrysalis staff worked days & hours at the school when their family at home needed them. Principals, Coordinators, teachers, maids... all of them went out of their way to ensure our children are safe & get the best possible learning environment at school. At times, men at the school, including me, took inspiration from them & pushed ourselves.

At Chrysalis, teachers go out of their way to ensure they understand your child well, help him/her cope with academic challenges & help them graduate from one grade to another (or into life), with ease.

Welcome to a passion called Chrysalis.

2. Our Vision

To help our children excel by understanding them, guiding them on the right path & strengthening their self belief. This is not just our vision. It is a “way of life” at Chrysalis Kids. Living our vision…everyday!

3. Our differentiators to Living our vision..everyday !

P.U.P.A (Prior Understanding of Pupil Attributes)

This is an initiative to enable the teacher to understand the children even before the academic year has started. PUPA is a collaborative effort between the parent and the teacher.

Instead of relying on brief notes of an admission form, our teachers spend time with each parent individually in an effort to know the child, even before the school has started. The teacher makes her own observation and creates anecdotal records to identify the child’s talent and areas of interest during the academic year.

Every little detail is preserved during the academic year and is subsequently passed on to the next grade teacher which helps the new teacher understand the child before he or she walks into her class.

ISP (Individual Support Program)

This program is designed to bridge the gap between what the child has understood and what she/he is expected to understand.

Individual Support Program aims at helping struggling learners to shore up their basic skills. This extra support helps them to catch up with their peers.

In the Pre-primary section, we conduct support classes after the school hours as children need one on one remediation to help them close the gaps.

Our focus is to build skills and reinforce learnt concepts. Each child will have support targets and the teacher will work towards achieving those targets.

Please note that helping children finish their homework always remains the responsibility of the parents. This is wonderful quality time the parents spend with their child/children.

Transition Block

Children have to cope with increased academics, structured formal class environment and increase in school timings when they move into critical Grades like grade I. Chrysalis Kids has created transition blocks. A specially designed block across different stages of the curriculum from kindergarten to grade I, where the teachers hold the children's hand and help them leap across the hurdles seamlessly.

Approaching changes of grade I are introduced gradually; skill gaps are met and closed. Curriculum is modified to help children prepare themselves to meet challenges of the next phase of their academic life. The children are also introduced to their new school in terms ofa visit where they take a first hand look at the classrooms, infrastructure, meet the teachers and get acquainted and even excited about starting school!

4. Our Curriculum

Domain Development at its best!

The Curriculum at Chrysalis Kids aims to capture this golden period of childhood and give children the right amount of stimulation and challenge in all areas of development. Therefore, we have developed the Domain Development System, a philosophy that looks at a child from a developmental perspective.

The curriculum developed through this perspective ensures that the daily routine has activities which encompass all domains and most importantly, the teacher is aware of the objectives of that activity.

God lies in details...
& that is how we have planned the day of your child - in detail!

	Name of the Activity	Duration
1.	Circle Time	20 Minutes
2.	Three Corners Time	25 Minutes
3.	Conversation Time	20 Minutes
4.	Creativity Corner Time	15 Minutes
5.	Snack Time	20 Minutes
6.	Numerical Skill Time	40 Minutes
7.	Story Time/Value Education	20 Minutes
8.	Gym Time	15 Minutes
9.	Concept Time	40 Minutes
10.	Free Play - Group Play	10 Minutes
11.	Clean up/Review Time	5 Minutes
12.	Transport	10 Minutes

a. Monthly Circulars on Curriculum

Monthly circulars on curriculum are uploaded on the ERP every month. Please go through the same to understand the portions/topics which would be covered in that particular month.

b. Pre-CHAMPS

Extracurricular Activities and special performances throughout the year provide our children with the opportunity to develop special talents, to fulfill themselves outside the academic routine, and to enhance their enjoyment of the school experience.

At Chrysalis Kids we have included the Pre-CHAMPS activities like Dance, Music, Yoga and Martial Arts for our children to give them exposure to **"Academics beyond textbooks".**

5. Assessment Pattern

Our assessments cater to all facets of a child's developmental milestones. Starting with Physical and Gross Motor skills, Fine Motor, Sensory, Cognitive, Language, Emotional and Aesthetic, Social and of course Personal.

The goals behind these facets remain the same across the three phases and evaluations for the same are conducted across a period of two-three weeks.

The evaluations are also based on the PUPA and Anecdotal records that are maintained by the teachers to ensure a qualitative report is drafted. Teachers will assess children towards the end of each phase.

Academic evaluation is roughly divided into four areas: Reading, Writing, Numbers and Concept. There are specific goals in each of these areas and which will be assessed by the end of each phase. Children are encouraged and supported to meet these goals independently.

6. Holiday Calendar

The school defines it's holiday calendar before the start of the session. Please collect a copy of the same. It would be advisable to plan your holidays according to the School holiday list.

7. Health Form

At Chrysalis Kids, we are very particular about our children's safety and health.
A healthy body carries a healthy mind. Please ensure that you fill out your child's medical history in the Health form.

8. Fee payment

The school functions on fee collected from the parents. Please ensure that you have sufficient funds in your account when the fee is due.

a. School will inform you about ten days prior to presenting your fee cheque in the bank.

b. If your cheque bounces, due to any reason, you have to pay Rs. 250 toward cheque bouncing charges & Rs. 100 per day as late fee. If your cheque has bounced, you need to pay the fee & charges in the form of a DD. Another cheque/cash will not be collected. Once your cheque has bounced, you would be shared a date by which you need to submit the fee DD, failing which the child will be de-enrolled from the school.

9. School Facilities - Books, Stationery, Notebooks

a. Books & Stationary

The first set of Stationery, School Diary and Books are given to students by School. Extra books are available at the store on payment. The replenishment of Stationery items are the responsibility of the parent during the academic year.

b. School Store

The school store also provides the School uniform and shoes.

School Shop: The School Shop will be operational only on Saturdays for purchase of any school essentials (9.00 AM to 3.00 PM). Please plan your visit for purchase of any items accordingly.

Uniforms & shoes: You are requested to buy the uniform and shoes only after trial. Uniforms once bought, will not be exchanged. Drivers/ maids/ teachers will not be permitted to pick up uniforms on behalf of parents.

c. Transportation

Fee towards transport needs to be paid during admission by all parents who wish to avail the facility (First week of April by parents whose children are continuing with us). Parents who do not wish to avail the facility need to fill up the "Transport Non-Availing Form" & submit it.

Transport planning is done based on the parents who pay up for the facility. Every year, few parents approach us in May/June to request for transport. As all routes would be planned, our hands get tied & parents end up dropping & picking their child for weeks/months till we are able to organize transport for the child.

How is the transport fee calculated?

We take all our expenses (Driver's salary for 12 months, Maid's salary for 12 months, Bus cost for 12 months, Operational expenses for 10 months) & divide the same into three phases & collect the fee.

- Transport details of your children are displayed at the school. All parents who have admitted their children at Chrysalis will get the login & password details in May. Please refrain from calling the school support team to know about your child's section & transport details.

- **Temporary ID card** - the most important card to ensure 100% safety of our children Chrysalis has a wonderful system of Temporary ID cards for the children. The same is given to you during the admission of your child (in March/April to all children who are continuing with us). Please ensure that your child is wearing the filled in temporary ID card from day one, failing which the child may be disallowed to board the bus or denied entry to the school.
- **GPS Tracking & CCTV monitoring of buses:** All our buses are GPS & CCTV enabled. You will be shared the GPS details. You can track your child's bus at all points of time.
- **Bearer card:** All parents are requested to collect the bearer card. Bearer card needs to have details filled in of people who are supposed to collect the child from school / transport pick up point.

  The bearer card has space for details of two people at the front. If there are more than two people who might pick your child, you have the option of putting details of two more people at the back of the card. Parents whose children are being dropped at a day care, may collect an additional bearer card for the day care.

  It is advisable that you get the bearer card stamped by the school. Loss of bearer card needs to be informed to the school immediately, to avoid misuse.
- The precise location of the pickup and drop point is mentioned in the route details. For any suggestion/feedback/complaint, please write to the support team of the school. Please avoid verbal communication as school does not take any responsibility for the same.
- Maids are instructed not to handover children to anybody else, except the authorized person. So, please carry your bearer card every time you come to pick up your child. If you are not carrying your bearer card, maid/school may deny handing over the child to you.
- Please ensure to be at the drop/pick up point at least five minutes prior to the scheduled time.
- For any temporary change in the pick-up and drop point, you need to inform the school at least 2 working days in advance. Same day request for the change will not be accommodated. For long duration/permanent change in your address, school needs to be informed at least 7 working days in advance; else we will not be in a position to accommodate your request.
- Providing transport is the most challenging operational issue any school faces. We seek parents' cooperation to ensure efficient & safe transport for our children.

Parents are not allowed to board the bus. This compromises the safety of all children & unsettles the children. For all suggestion/complaint/feedback, you may get in touch with the transport team/support.

d. Cafeteria

Please ensure that you pack healthy food items in the lunch box. It takes a little effort but creates lifelong healthy food habits. Children also learn from each other and share each other's lunch boxes. Adding a fruit, salad or sprouts can add loads of nutrition to their diet. Please remember that your child's mind and body is developing at this stage and their daily nutritional requirements need to be met for all - round development.

Cafeteria facility is optional; you may avail the same phase wise or pick up a coupon booklet & use the coupon whenever you wish to avail the facility.

Hot breakfast is served to all children who wish to avail the facility. Menu for the same is available through ERP & mail.

School serves only vegetarian food. If children wish to bring non-vegetarian food from home, the same is allowed.

e. Day care

Day care facility is available for children. The facility can be availed after due payment towards the same.

10. School Policies

a. Safety – In School and In Bus

At Chrysalis, safety of our children is considered a top priority.

- All Chrysalis buses/vans are CCTV & GPS enabled. You will get the GPS details of your child's bus. You can track the bus at all points of time.

Chrysalis has a "Zero Tolerance Policy" when it comes to safety of children.

b. Code of Conduct

- Students must come to school in proper uniform from the first day onwards.
- They must wear their ID card at all times.
- Parents visiting school to drop/pick-up their ward or participate in any event are requested to be dressed in proper casuals/formals.

Parents are expected to ensure maintenance of their child's uniform, books and school diary.

Parents/ guardians may respectively express their concerns about the school operation/ the staff. However they may not do so in a manner that is discourteous/ disrespectful/ threatening or hostile.

The school reserves the right to determine when the conduct is of such a severe nature as to revert immediate action without a warning and without any intermediate step short of withdrawal.

c. Dress Code

Why uniform is not just a uniform...Uniform means smartness...uniform mean discipline... uniform means being part of one team... Uniform teaches important lessons of life!

Students are expected to come to school in proper uniform on all days. They have to wear their ID Cards at all times. Any extra attire beyond uniform will not be permitted in school. Complete details on uniform are mentioned in the school diary.

Children will not be allowed to keep long nails or colour the same. In case the child has to maintain / wear anything due to religious reasons, written consent of the Principal needs to be taken, in advance.

Punctuality matters... a punctual child is a more successful human being ... and how your child coming late affects the whole school...

d. School Timings

Punctuality is a habit which helps children throughout their life. A punctual child is more likely to be a successful human being. Punctuality also ensures that children have a wonderful & wholesome learning experience at school.

Teachers do not start the class till all children have come. Even if one child is late, learning of all other children suffers.

If the teacher has started her class and a child walks in late, all other children lose concentration and the learning suffers. It is important that all children reach the school at least 10 min before time.

Though we understand that once in a while delays happen, we cannot let all our children suffer due to one child / few children coming late often. If a student is found coming late more than 5 times during the year, he/ she will be asked to go back home.

e. Early leave / pick up policy

If you wish to pick your child from school (who otherwise travels in school transport), you need to inform the school, at least one working day in advance. Last minute / same day requests on early/self pick up will not be accomodated.

f. Attendance & Absenteeism (Long leave Policy - Planned / Unplanned):

It is important for students to have maximum possible attendance for the entire academic year. Absenteeism note should be mentioned in the diary. You may also send a mail to school support team. Please do not call the school for the same.

Assessments will not be rescheduled or re-conducted to accommodate student's absence.

Expectation: In case of absenteeism for 3 days or more, parents need to collaborate with teachers to ensure completion of missed curriculum.

Doctor's certificate to be submitted in case of medical leave of 5 days and more.

Absence during exams: Exams will not be re-conducted or rescheduled except on medical grounds for which doctor's certificate needs to be produced.

1. Student's Leave: Leaves taken by the students are categorised as SHORT Leave (1-3 days) & LONG Leave (more than 3 days).

g. Arrival & Dispersal

Self children are to be dropped at the gate by their parent from where the teachers and maids help them move to their respective classroom.

Self children are supposed to reach the school at least 10 mins prior to school time.

Late Arrival: Children's late arrival is recorded in their diaries. Post 5 entries, the children will not be permitted to attend classes.

h . Communication with school

Communicating with the school regularly helps you keep abreast on what is happening at school & is an important tool for feedback.

If you have any question/feedback/complaint, you may:

- Send a note through the school diary
- Call the school support team (contact numbers on the website)
- Send a mail to the support team at the school

Teacher / Support team is equipped to resolve queries within the week. While writing a mail to the school, it is advisable that you mention the name, grade & section of your child. It helps the support team revert to you faster.

Please ensure that you inform the school immediately on any change in contact details, residence address, mail ids etc. Data submitted to the school is not only important, it also moves across various functions of the school (admissions team, transport team etc.). It is important that the school has all correct details of the parent/child.

School Diary: The School Diary is handed over to children. The School Diary has sufficient number of pages for parents and teachers to communicate on a daily basis. Please use this to send a brief note to the teachers.

For lengthy notes, please send a mail to the School Support mail ID.

Calls to school: The Support team is available on phone only between 8:30 am and 4:00 pm on all working days. We request all parents to be courteous. Being polite will make people more inclined to help you.

Mails to school: The School Support Team accesses mails from 8.30 am to 5.00pm. They coordinate with the relevant people & get back to you. Ideally, all parents are replied to, within 1-2 working days. At times, internet facility at school may not work (due to service provider issues). You are requested to call the school numbers in case of any urgency.

Some one at Chrysalis is not listening? Escalate!

At Chrysalis, not only have we defined the communication channels, we have also defined the escalation process:

Support is where you need to send the first mail.

If you do not receive a revert within 2 working days (depending on the urgency of the matter), you may forward the mail to 'indrani.singh@chrysaliskids.com

If you do not receive a revert within 2 working days, you may forward the mail to director@chrysalishigh.com

Kindly refrain from sending your first mail to Ms. Indrani or Director as the same would not be entertained for not following the mail protocol.

i. Communication from school (Regular/Urgent)

School communicates with the parents through:

- Diary notes
- Call on your mobile
- Email
- ERP
- SMS

All important information is uploaded on our ERP. Each parent has a login & a password through which you can access almost everything pertaining to your child:

- Circulars
- Homework
- Yearly Calendar
- Fee details (paid & due)
- Assessment reports of your child
- Exam schedule
- Holiday list
- Events & activities happening at the school
- Café menu

You are requested to login in regularly to keep yourself updated.

All important communication to parents is sent as a circular through school diary (and uploaded on the ERP).

Please keep the School circulars and documents safely.

Idea: You may put the circular on your refrigerator.

j. Birthday Celebration policy

All children can come in coloured clothes on their birthday Children can get sweets / chocolates for distribution. Cakes and return gifts are not allowed.

k. Homework Policy

Pre-primary: Nursery - Once a week • Jr Kg & Sr Kg - Tuesdays & Fridays

l. Section change request

Sections may be changed on a yearly basis based on the number of Boys & Girls, dynamics of which may change from year on year.

11. School Events

a. School Assembly

School assembly is a congregation of children, at the outset of the school day. School prayer and National Anthem are integral part of the assembly. The whole class gets to participate with the guidance of their teachers.

Public speaking, confidence, overcoming stage fear are some of the values that get built during the course of these assemblies.

b. PTM

Five PTMs & still ready to meet you… Because we know that there is a lot to share about our children!

Parent Teacher Meetings happen 5 times in a year. During PTM, parents get an opportunity to go through the work done by the child. Academic and non - academic aspects of the child are discussed during the meeting.

Tentative PTM schedule:

1st PTM	2nd PTM	Phase I PTM	Phase II PTM	Phase III PTM
This is the first PUPA meeting • In May for new students and in June for Existing students.	Last Saturday of July	Last Saturday of September	Second Saturday of January	Last Saturday of March

- It is compulsory that parents attend the PTM.
- Though parents can meet the teacher during the year with prior appointment, meeting on a weekday, in lieu of the PTM, is not permitted.
- Parents will be allotted a time slot to meet the teachers. Parents are expected to adhere to their allotted time as other time slots are meant for other parents.
- Parents are requested to respect other parents' time – please keep your discussion with the teacher crisp & to the point.
- Please avoid discussing administrative issues (like transport, café, day care, housekeeping etc.) with the teachers. They will not be able to give solutions on the same. For all administrative issues, please write to the support team.

Chrysalis is the only school which ensures that the class teacher meets the parents before the start of the school.

c. Sports Day/Annual Concert

School conducts either an Annual Sports Day or the Annual Concert every year. Sports Day/Annual Concert are alternated every year to bring balance in the events as well as to have the right balance between academics & extracurricular activities.

d. Field Trips

Chrysalis believes in experiential learning. Education cannot be confined only to learning within the classrooms. Learning beyond the confines of the classroom is ensured with regular Field Trips. Field Trips are organized 3 to 4 times a year. The venues chosen for the field trips are usually determined keeping relevance of the curriculum.

Expectation:

- The permission slips for the Field Trips must be signed in due time and sent to school.
- Student's presence in school on the day of the Field Trip must be ensured.
- Mandatory things to be carried during Field Trips include water bottle, ID card and school diary. Students must be in proper uniform on the days of the Field Trip.

12. Parental Involvement

At Chrysalis, we believe that parents are as much our partners as teachers. We actively encourage our parents to get involved in different school activities. Parents interested in volunteering in any area of the school need to fill in the Parent resource form.

13. Inter Chrysalis Transfer

Inter school transfer policy is as follows:

a. If the transfer is required from the start of a new academic year & you inform us on or before 31st December of the preceding year, the transfer is guaranteed.

b. For midyear transfer (or information after 31st December of the preceding year), the transfer is guaranteed if there is a seat available for that Grade.

c. If the seat is not available, then the child is given preference & put as wait list no. 1 (irrespective of no. of other children in the wait list).

d. Parents need to pay only the difference in school / transport fee (if any) between the old & the new school.

Process of transfer:

a. You need to fill the "Inter Branch Transfer Form" & submit it at the existing Chrysalis school of your child.

b. The school will check the seat availability at the Chrysalis School you wish to transfer your child to, and confirm the same to you.

c. Once you receive the confirmation, please go to the new Chrysalis School, fill up the admission form (no charges towards the same) & pay the difference in school & transport fee (if any).

d. Please check details on section & transport details with the new school.

Chrysalis kids

14. Web Presence

Parent Portal: The portal is accessible to all parents with the help of the individual log-in id. Parents are able to view and be apprised of all the events and information of the school through parent portal.

Facebook: Chrysalis Kids has a predominant presence on Facebook. Photographs and short report of every event is uploaded regularly. Parents can view and comment on all uploads.

Worry free education till grade XII at Chrysalis High:

Marathahalli Sarjapur Road
Call 78990 49871/78990 49873
support@chrysalishigh.com

Whitefield Kadugodi Road
Call 97391 50011/97391 50022
support.kadugodi@chrysalishigh.com

Yelahanka New Town
Call 91082 76790/91082 76791
support.yelahanka@chrysalishigh.com

Bannerghatta Road
Call 97426 80093/97426 90692
support.bgroad@chrysalishigh.com

Horamavu - Banaswadi
Call 91082 76773/91082 76774
support.horamavu@chrysalishigh.com